

## USING KEENE STATE'S INSTALLED LCD PROJECTORS

1. Connect the display cable from the external monitor port on your laptop to the projector jack on the wall. (These connectors have 15 pins in three rows of five and are trapezoidal in shape.)
2. Locate the remote control for the projector. It will be labeled Panasonic and have the word projector on it's face. It's gray or beige in color.
3. Aim the remote at the projector and press the POWER button on the remote once. Wait the lamp takes a minute to warm up. Pressing the power button again will turn off the projector and shorten the lamp's life. Lamps are very expensive and can last several years if used properly.
4. Select RGB1 if that is not displayed as the projector warms up. Press the RGB button on the remote until RGB 1 is displayed.
5. Start your lap top computer. You should see the image from the computer as it goes through it's start up routine.
6. Present your materials. The image shown on the screen should 'mirror' what you see on your Lap Top's screen. If you'd like to hide the image while you change presentations use the Fn key in conjunction with the CRT/LCD button on your Lap Top. The Fn key is located in the lower left corner of your keyboard, the letters 'Fn' are in blue. The CRT/LCD key is shared with one of the row of 'F' keys. It's usually F8. The label CRT/LCD will be in blue. By holding the 'Fn' key down and pressing the CRT/LCD key you can shut off one or the other display. There are three choices; both, projector only, computer only. As you press the Fn-CRT/LCD combination again and again, you will 'toggle' through those choices.
7. Possible problems. There are two common difficulties with this type of set up. First, be sure to start the Lap Top after the projector is on and set to the RGB1 input. The 'Fn' CRT/LCD selection process will correct this. If the display is still not showing on the projector you may need to adjust the resolution of the Lap Top's output. To do this, move the arrow to a blank space on the Lap Top screen and press the right control button. This will bring up a drop down menu. Scroll down to properties with the arrow and left click. This will bring up another menu box. Select the 'Settings' tab in the upper right hand corner. This tab shows the display settings. The Screen area setting, located on the lower right. It should be set to 1024 by 768 pixels. Slide the 'tab' along the line toward 'Less' until the you see 1024 by 768. Left click on OK. This should solve the problem..

## USING KEENE STATE'S PORTABLE LCD/DATA PROJECTORS

1. Set up the projector, connect the VGA display cable from the computer and the power cord. The image will look best if the projector is eight to ten feet from the screen on a line perpendicular to the center of the screen's bottom edge. The 'VGA' cable has fifteen pins and plugs into the 'monitor output' jack on the rear of the computer and the 'RGB1' jack on the projector.
2. Plug in the computer's power cord.
3. Turn on the projector. As the projector warms you should see RGB1 displayed in the upper right corner of the image. If not press the input button on the projector until RGB1 is displayed. Image height is adjusted with feet located on the front of the projector. Press the lever up to let the feet out as you lift the projector to its 'target display height'. Release the lever to lock the feet. (or foot on some projectors)
4. Start the computer. As the computer 'boots up' you should see the windows start up screens on both displays.
5. Adjust the projector for a nice looking image. You will need to set the image size and focus with the lens controls located at the front of the projector. 'Focus' is usually the outside ring and Zoom usually a lever. Next you may want to adjust the 'Keystone' of the image. Keystoneing is like it sounds, a trapezoidal shape of the image, the bottom being smaller than the top. If this is the case press 'Menu' on the top of the projector. Scroll through the menu to find 'Keystone'. To select it press enter. Use the right and left arrows to adjust the image. The goal is a perfect rectangle. Press menu twice to exit.
6. Present your materials. The image shown on the screen should 'mirror' what you see on your Lap Top's screen. If you'd like to hide the image while you change presentations use the Fn key in conjunction with the CRT/LCD button on your Lap Top. The Fn key is located in the lower left corner of your keyboard, the letters 'Fn' are in blue. The CRT/LCD key is shared with one of the row of 'F' keys. It's usually F8. The label CRT/LCD will be in blue. By holding the 'Fn' key \ down and pressing the CRT/LCD key you can shut off one or the other display. There are three choices; both, projector only, computer only. As you press the Fn-CRT/LCD combination again and again, you will 'toggle' through those choices.
7. Possible problems. There are two common difficulties with this type of set up. First, be sure to start the Lap Top after the projector is on and set to the RGB1 input. The 'Fn' CRT/LCD selection process will correct this. If the display is still not showing on the projector you may need to adjust the resolution of the Lap Top's output. To do this, move the arrow to a blank space on the Lap Top screen and press the right control button. This will bring up a drop down menu. Scroll down to properties with the arrow and left click. This will bring up another menu box. Select the 'Settings' tab in the upper right hand corner. This tab shows the display settings. The Screen area setting, located on the lower right. It should be set to 1024 by 768 pixels. Slide the 'tab' along the line toward 'Less' until the you see 1024 by 768. Left click on OK. This should solve the problem.
8. Shut down. Turn of the projector by pressing the power button twice. WAIT UNTIL THE FAN STOPS BEFORE REMOVING THE POWER CORD. Disconnect the cables.